

**** APPLICATION PACKET****

****CHECKLIST****

Use this checklist to make sure your application is ready for processing when it's submitted to us.

1. Complete the application pages (ALL sections) and sign.

SUBMIT IT WITH THE FOLLOWING:

2. Copies of Social Security cards for all household members.
3. Copy of photo ID for the person who signed the application.
4. Income documentation for ALL household members who are age 18 and older for the three previous months. If no income, the Income Verification Affidavit must be completed. (Sections 2 & 3)
5. If renting, and one or both utilities are included in the monthly rent, the Landlord Affidavit must be completed by the Landlord. This form is available for download at <https://www.areaivagency.org/eap/>
6. Copies of CURRENT utility bills.
If your utility bill is in the name of someone not living in the household, you must complete a Utility Affidavit. This form is available for download at <https://www.areaivagency.org/eap/>

Gas

Electric

Bulk fuel statement